

APPLICANT (PERSON REQUESTING RECORD)		PLEASE PRINT CLEARLY AND LEGIBLY
Please provide your name, complete mailing address, and a daytime phone number to contact you if there is a problem. Your signature is required in order to process your order.		
Applicant's Name:		
Address:		City/State Zip:
Daytime Phone: () _____	Other Phone: () _____	

ARE YOU ELIGIBLE TO REQUEST AND RECEIVE THIS BIRTH RECORD?	PLEASE CHECK THE BOX THAT APPLIES TO YOU
<p>ELIGIBILITY: Michigan law limits who can request and receive a certified copy of a Michigan birth record. In order to qualify for the special Senior Citizen fee, you must be age 65+ requesting <u>your own</u> birth record.</p> <p>Are you the PERSON NAMED ON THE RECORD and are you age 65 or older?</p> <p> <input checked="" type="radio"/> YES <input type="radio"/> NO If no, please use regular birth application form </p> <p>* If the applicant's name is different than the name as it appears on the requested birth record, provide information required below:</p> <p>Different due to marriage, indicate date of marriage: _____ and place of marriage (state) _____</p> <p>Or different for another reason, please explain _____</p>	

PAYMENT - NO ORDER WILL BE PROCESSED WITHOUT PROPER FEE SUBMITTED WITH A SIGNED APPLICATION

SEARCH FEES ARE NON-REFUNDABLE: Fees are established by state statute. A search fee covers the cost of the basic 3-year search and includes either one certified copy of the record or an official statement that the record is not filed with the state. A basic search includes the files for the year specified as the birth year, as well as the year before and the year after.

REFUNDABLE FEES: Payment for additional copies will be refunded if the search indicated that the record is not filed with the state. A refund check would be mailed to you by the Department of Treasury, usually within 3-4 weeks.

AUTHENTICATED CERTIFICATES: **An authenticated birth certificate is not needed for foreign travel.** Authenticated (exemplified or containing an Apostile) records are typically required by foreign governments for an adoption, work visas, or establishing residency. You must **specify which country** requires the document. The processing of an authenticated certificate takes approximately 2 to 3 weeks.

PROCESSING TIMES
<p><u>REGULAR SEARCH</u> - Your request will be processed within 10-15 business days of receipt in the vital records office.</p> <p>* <u>EXPEDITED SEARCH</u> - If you pay an additional \$5.00 for an "EXPEDITED SEARCH" (in addition to the regular search fee), your request will be processed within 2 to 5 business days of receipt in the vital records office.</p>

PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE "STATE OF MICHIGAN"		
Basic Search (Non-Refundable) Includes One Certified Copy (For anyone age 65+ requesting their own record)	\$ 7.00	\$
_____ Add'l Certified Copies (Each)	\$ 5.00	\$
EXPEDITED SEARCH * (Non-Refundable) (See back for details)	\$ 5.00 Additional	\$
TOTAL ENCLOSED:		

WE CANNOT PROCESS YOUR ORDER WITHOUT PAYMENT. IF MAILING, PLEASE REMEMBER TO INCLUDE CHECK OR MONEY ORDER.

REQUESTED BIRTH RECORD INFORMATION

UNKNOWN INFORMATION: If any birth information is unknown, please indicate "unknown" in the appropriate space.

PRECISE BIRTH DATE NOT KNOWN: If you don't know the exact birth date, please indicate the year you want searched. We will do a statewide search in the year indicated, and if not found, will search the year before and the year after.

IF YOU CANNOT PROVIDE ALL OF THE FOLLOWING INFORMATION, WE MAY NOT BE ABLE TO LOCATE THE RECORD.

BIRTH INFO NEEDED TO LOCATE MICHIGAN RECORD	NAME AT BIRTH _____ First Middle	GENDER 9 Male 9 Female	DATE OF BIRTH _____ Month Day Year
	(IF ADOPTED * PROVIDE ADOPTED NAME) _____ Last		
PLACE OF BIRTH: Hospital (If Recent Birth) City County			
MOTHER'S NAME BEFORE FIRST MARRIED: First Middle Last			Mother's State of Birth (Or country, if not U.S.)
FATHER'S NAME: First Middle Last			Father's State of Birth (Or country, if not U.S.)
Please provide any additional information that would help us locate the record, such as other names that the child or mother have used.			
PLEASE INDICATE PURPOSE FOR REQUESTING RECORD:			Do you know if a birth record has ever been issued? 9 Yes 9 No
* Are you adopted? 9 YES 9 NO If yes, also indicate original name (First, Middle, Last) if known		ADOPTION INFORMATION: If you are an adopted person trying to find your <u>original</u> birth record, you should contact the court in the county where your adoption was finalized.	

STATEMENT OF ENTITLEMENT: Misstating an identity or assuming the identity of another person is subject to criminal penalties, e.g., Michigan Compiled Laws 333.2894(b) and 333.2898 and federal laws relating to falsification in obtaining a birth record.. By signing this application, I state that I am the person named on the record I certify by my signature that the information provided by me is complete and accurate.

K **APPLICANT'S SIGNATURE:** (Sign Here) _____

MUST BE SIGNED AND FEE PAID IN ORDER TO PROCESS REQUEST

PLEASE READ AND FOLLOW INSTRUCTIONS

For additional information:
Vital Records Requests
(517) 335-8666
Mon-Fri 8:00 am - 5:00 pm ET

IF REGULAR SEARCH MAIL TO:

Vital Records Requests
PO Box 30721
Lansing MI 48909

IF EXPEDITED SEARCH MAIL TO:

Vital Records RUSH
PO Box 30721
Lansing MI 48909